

FIRE PREVENTION PRACTICE #2.3

August 7, 2001

TO: All Fire Prevention Staff

FROM: Fire Marshal Steven Zaccard

SUBJECT: Delinquent Fee Recovery

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

Certificate of Occupancy inspection fees become delinquent when payment has not been received over 90 days from the invoice date. **Tags will no longer be written** for delinquent fees on advice of counsel. Instead, when inspectors receive a delinquent fee comment in Amanda:

1. First, attempt to collect the delinquent fee by calling on the property representative. If that fails, proceed to #2:
2. Refer the matter to Conciliation Court. All you have to do is send an email to Nancy Mondry to "forward the delinquent fees for (address) to the City Attorney for collection."

The support staff will send a copy of the **Folder Process** screen along with a copy of the **Invoice** that is past due to the Assistant City Attorney. The attorney will take the matter to Conciliation Court for collection. The Assistant City Attorney will notify us of the outcome.

cc: Meghan Riley, Asst. City Attorney
Cindy Mentes

Issued: 9/2/88
Revised: 9/14/90, 9/1/91, 8/7/01